



MEMORANDUM

To: Mayor and City Council

From: Graham Waters, City Administrative Officer

Cc: Department Heads

Re: City Administrative Officer's Report for October, 2014

Date: October 2014

Administration

- Strategic Planning

Finance and Accounting

- The City received its Certificate of Achievement for Excellence in Financial Reporting, from the Government Finance Officers Association (GFOA). This marks the 18th straight year the City received this recognition.
- Monthly Budget Report: Attached is the October 30th Year-to-Date Budget Report.

Code Enforcement

- Attached is the report from Code Enforcement for the month of October

City Clerk

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Human Resources

- The Wellness Clinic held on Monday, October 20th was a great success. Many employees participated and received the flu vaccination, wellness screening and completed a health assessment. Employees met with reps from Retro Fitness regarding gym memberships, took posture assessments with Effective Chiropractic and engaged in physical activity playing the Wii. To increase participation, the Health Assessment campaign was extended until Monday, November 4th. Once we receive the final number of participants from Cigna, a drawing will be held for the wonderful prizes.

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Attachment_1_August FY 15 Budget Report

Statement of Activity - MTD and YTD by Department
CITY OF NEW CARROLLTON
For 8/31/2014

Financial Report

	Budget	M-T-D Actual	Y-T-D Actual	Pct Exp	Remaining Balance
INCOME STATEMENT					
REVENUES/OTHER SOURCES					
REAL PROPERTY TAXES					
01-1000-30100- REAL PROPERTY	4,356,132.00	8,338.11	8,338.11	0.00	4,347,793.89
01-1000-30150- BUS. REAL PROPERTY - PUBLIC SAFETY	<u>265,000.00</u>	<u>0.00</u>	<u>275,993.85</u>	<u>(1.04)</u>	<u>(10,993.85)</u>
REAL PROPERTY TAXES	4,621,132.00	8,338.11	284,331.96	(0.06)	4,336,800.04
PERSONAL PROPERTY TAXES					
01-1000-30200- PERSONAL PROPERTY BUSINESS	310,000.00	19,571.70	22,028.20	(0.07)	287,971.80
01-1000-30250- PERSONAL PROPERTY-PUBLIC SAFETY	40,000.00	2,830.35	3,196.76	(0.08)	36,803.24
01-1000-30300- PERSONAL PROPERTY-RAILROAD & UTILITY	<u>47,000.00</u>	<u>0.00</u>	<u>19,972.60</u>	<u>(0.42)</u>	<u>27,027.40</u>
TOTAL PERSONAL PROPERTY TAXES	397,000.00	22,402.05	45,197.56	(0.11)	351,802.44
PENALTIES & INTEREST					
01-1000-30510- PENALTIES/INTEREST	<u>9,370.00</u>	<u>2.61</u>	<u>2.61</u>	<u>0.00</u>	<u>9,367.39</u>
TOTAL PENALTIES & INTEREST	9,370.00	2.61	2.61	0.00	9,367.39
STATE SHARED TAXES					
01-1000-30650- ADMISSION & AMUSEMENT	1,500.00	0.00	0.00	0.00	1,500.00
01-1000-31610- HIGHWAY USER & MOTOR VEHICLE	130,000.00	153,381.43	153,381.43	(1.18)	(23,381.43)
01-1000-31620- STATE INCOME TAX REVENUE	<u>816,562.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>816,562.00</u>
TOTAL STATE SHARED TAXES	948,062.00	153,381.43	153,381.43	(0.16)	794,680.57
COUNTY SHARED TAXES					
01-1000-31630- P.G. COUNTY DISPOSAL FEE REBATE	33,467.00	0.00	0.00	0.00	33,467.00
01-1000-31650- HOTEL / MOTEL TAXES	74,000.00	0.00	0.00	0.00	74,000.00
01-1000-31700- PAYMENT IN LIEU OF BANK STOCKS	<u>20.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>20.00</u>
TOTAL COUNTY SHARED TAXES	107,487.00	0.00	0.00	0.00	107,487.00
LICENSE & PERMITS					
01-1000-32100- STATE TRADERS & PEDDLERS	10,500.00	0.00	0.00	0.00	10,500.00
01-1000-32150- CITY BUSINESS LICENSE	10,100.00	420.00	11,640.00	(1.15)	(1,540.00)
01-1000-32200- COMCAST CABLE FRANCHISE FEES	86,000.00	0.00	0.00	0.00	86,000.00
01-1000-32210- VERIZON CABLE FRANCHISE FEES	77,000.00	0.00	0.00	0.00	77,000.00
01-1000-32310- VERIZON PROPERTY LEASE	7,200.00	690.00	2,070.00	(0.29)	5,130.00
01-1000-32320- CRICKET COMMUNICATION FRANCHISE FEES	4,800.00	400.00	800.00	(0.17)	4,000.00
01-1000-32400- BUILDING PERMIT FEES	<u>1,750.00</u>	<u>360.00</u>	<u>990.01</u>	<u>(0.57)</u>	<u>759.99</u>
TOTAL LICENSE & PERMITS	197,350.00	1,870.00	15,500.01	(0.08)	181,849.99
INTERGOVT GRANTS					
01-1000-33700- STATE AID FOR POLICE PROTECTION	136,500.00	0.00	0.00	0.00	136,500.00
01-1000-33710- CRIME CONTROL & PREVENTION GRANT	0.00	104.00	607.00	0.00	(607.00)
01-1000-35310- SCHOOL BUS GRANT	<u>4,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,000.00</u>
TOTAL INTERGOVT GRANTS	140,500.00	104.00	607.00	0.00	139,893.00

Statement of Activity - MTD and YTD by Department
CITY OF NEW CARROLLTON
For 8/31/2014

Financial Report

	Budget	M-T-D Actual	Y-T-D Actual	Pct Exp	Remaining Balance
REVENUES FROM OTHER AGENCIES					
01-1000-35600- CABLE TV EQUI. SUPPORT GRANT-COMCAST	49,000.00	0.00	0.00	0.00	49,000.00
01-1000-35620- CABLE TV EQUIP.GRANT-VERIZON	<u>48,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>48,000.00</u>
TOTAL REVENUES FROM OTHER AGENCIES	97,000.00	0.00	0.00	0.00	97,000.00
CURRENT SERVICE CHARGES					
01-1000-35810- ADVERTISING FEES	3,500.00	19.35	34.83	(0.01)	3,465.17
01-1000-35820- MUNICIPAL CENTER ROOM RENT	2,300.00	50.00	250.00	(0.11)	2,050.00
01-1000-35845- BOARD OF APPEALS FEES	800.00	0.00	460.00	(0.58)	340.00
01-1000-35850- FINGERPRINT FEES	450.00	0.00	0.00	0.00	450.00
01-1000-35860- SPECIAL POLICE SERVICES	27,500.00	2,293.00	5,598.00	(0.20)	21,902.00
01-1000-35910- RENTAL PROPERTY INSPECTIONS	195,200.00	3,550.00	250,750.00	(1.28)	(55,550.00)
01-1000-35920- PROPERTY CLEAN UP & LIENS	21,100.00	0.00	0.00	0.00	21,100.00
01-1000-36000- TRASH PICK UP SERVICE FEES	322,900.00	0.00	0.00	0.00	322,900.00
01-1000-36010- RECYCLING FEES	<u>42,600.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>42,600.00</u>
TOTAL CURRENT SERVICE CHARGES	616,350.00	5,912.35	257,092.83	(0.42)	359,257.17
FINES & FORFEITURES					
01-1000-36110- MUNICIPAL INFRACTIONS	1,600.00	800.00	900.00	(0.56)	700.00
01-1000-36155- SPEED CAMERA REVENUE	96,000.00	10,998.58	15,767.51	(0.16)	80,232.49
01-1000-36160- VEHICLE CONTROL FINES & TOWING	<u>380,000.00</u>	<u>25,733.50</u>	<u>55,961.00</u>	<u>(0.15)</u>	<u>324,039.00</u>
TOTAL FINES & FORFEITURES	477,600.00	37,532.08	72,628.51	(0.15)	404,971.49
INTEREST & DIVIDENDS					
01-1000-36260- INTEREST EARNED ON INVESTMENTS	6,200.00	397.04	800.12	(0.13)	5,399.88
01-1000-36300- SCRAP METAL & PAPER	2,500.00	38.00	393.27	(0.16)	2,106.73
01-1000-36320- SEIZED REVENUES	500.00	173.00	173.00	(0.35)	327.00
01-1000-36350- RIGHT-OF-WAY FEES	16,000.00	16,140.00	16,140.00	(1.01)	(140.00)
01-1000-36360- HEALTH INSURANCE PROCEEDS	102,400.00	0.00	0.00	0.00	102,400.00
01-1000-36370- PENSION REBATE	41,000.00	0.00	0.00	0.00	41,000.00
01-1000-36400- MISCELLANEOUS REVENUES	<u>45,000.00</u>	<u>32.84</u>	<u>191.14</u>	<u>0.00</u>	<u>44,808.86</u>
TOTAL INTEREST & DIVIDENDS	213,600.00	16,780.88	17,697.53	(0.08)	195,902.47
WEINBACH SCHOLARSHIP GRANT					
01-1000-36600- WEINBACH SCHOLARSHIP GRANT REVENUE	<u>500.00</u>	<u>0.00</u>	<u>500.00</u>	<u>(1.00)</u>	<u>0.00</u>
TOTAL WEINBACH SCHOLARSHIP GRANT	500.00	0.00	500.00	(1.00)	0.00
OTHER FINANCING SOURCES					
APPROPRIATED SURPLUSES					
01-1000-36840- CONTINGENCY RESERVE	130,000.00	0.00	0.00	0.00	130,000.00
01-1000-36850- UNDESIGNATED PRIOR YEAR SURPLUS	347,980.00	0.00	0.00	0.00	347,980.00
01-1000-36900- OPERATING RESERVE CARRYOVER	250,000.00	0.00	0.00	0.00	250,000.00

Statement of Activity - MTD and YTD by Department
CITY OF NEW CARROLLTON
For 8/31/2014

Financial Report

	Budget	M-T-D Actual	Y-T-D Actual	Pct Exp	Remaining Balance
TOTAL APPROPRIATED SURPLUSES	727,980.00	0.00	0.00	0.00	727,980.00
TOTAL REVENUES/OTHER SOURCES	8,553,931.00	246,323.51	846,939.44	(0.10)	7,706,991.56
EXPENDITURES					
Mayor and City Council					
Personnel	38,619.00	2,798.90	5,623.14	0.15	(32,995.86)
Operating	31,970.00	0.00	60.64	0.00	(31,909.36)
Total Mayor and City Council	70,589.00	2,798.90	5,683.78	0.08	(64,905.22)
G.G. Administration					
Personnel	676,930.00	36,177.99	84,330.58	0.12	(592,599.42)
Operating	559,710.00	28,875.56	87,750.27	0.16	(471,959.73)
Total G.G. Administration	1,236,640.00	65,053.55	172,080.85	0.14	(1,064,559.15)
Financial Administration					
Personnel	263,117.00	16,685.10	34,786.31	0.13	(228,330.69)
Operating	46,650.00	578.74	1,957.80	0.04	(44,692.20)
Total Financial Administration	309,767.00	17,263.84	36,744.11	0.12	(273,022.89)
P.H. Code Enforcement					
Personnel	447,143.00	29,100.77	61,932.09	0.14	(385,210.91)
Operating	96,450.00	4,643.86	5,547.07	0.06	(90,902.93)
Total P.H. Code Enforcement	543,593.00	33,744.63	67,479.16	0.12	(476,113.84)
P.S. Police Administration					
Personnel	561,028.00	29,129.62	65,492.22	0.12	(495,535.78)
Operating	162,750.00	11,822.84	62,923.61	0.39	(99,826.39)
Total P.S. Police Administration	723,778.00	40,952.46	128,415.83	0.18	(595,362.17)
P.S. Police Technical Services					
P.S. Police Special Operation					
Personnel	77,807.00	13,378.02	30,395.78	0.39	(47,411.22)
Operating	20,700.00	468.35	786.23	0.04	(19,913.77)

Statement of Activity - MTD and YTD by Department
CITY OF NEW CARROLLTON
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Financial Report

	<u>Budget</u>	<u>M-T-D Actual</u>	<u>Y-T-D Actual</u>	<u>Pct Exp</u>	<u>Remaining Balance</u>
Total P.S. Police Special Operation	98,507.00	13,846.37	31,182.01	0.32	(67,324.99)
P.S. Police Patrol					
Personnel	1,200,669.00	77,857.18	172,252.93	0.14	(1,028,416.07)
Operating	<u>170,300.00</u>	<u>11,633.74</u>	<u>16,409.61</u>	<u>0.10</u>	<u>(153,890.39)</u>
Total P.S. Police Patrol	1,370,969.00	89,490.92	188,662.54	0.14	(1,182,306.46)
P.S. Parking Enforcement					
Personnel	221,006.00	13,783.87	30,788.44	0.14	(190,217.56)
Operating	<u>34,000.00</u>	<u>1,614.56</u>	<u>2,088.29</u>	<u>0.06</u>	<u>(31,911.71)</u>
Total P.S. Parking Enforcement	255,006.00	15,398.43	32,876.73	0.13	(222,129.27)
P.W. Administration					
Personnel	471,136.00	32,289.36	69,113.81	0.15	(402,022.19)
Operating	<u>180,200.00</u>	<u>6,874.58</u>	<u>39,882.51</u>	<u>0.22</u>	<u>(140,317.49)</u>
Total P.W. Administration	651,336.00	39,163.94	108,996.32	0.17	(542,339.68)
P.W. Highway					
Personnel	287,120.00	19,581.26	45,913.65	0.16	(241,206.35)
Operating	242,750.00	30,362.45	31,763.05	0.13	(210,986.95)
Capital Expenditures	<u>0.00</u>	<u>2,860.00</u>	<u>2,860.00</u>	<u>0.00</u>	<u>2,860.00</u>
Total P.W. Highway	529,870.00	52,803.71	80,536.70	0.15	(449,333.30)
P.W. Sanitation					
Personnel	675,095.00	41,277.60	91,048.28	0.13	(584,046.72)
Operating	<u>493,000.00</u>	<u>48,587.88</u>	<u>59,395.51</u>	<u>0.12</u>	<u>(433,604.49)</u>
Total P.W. Sanitation	1,168,095.00	89,865.48	150,443.79	0.13	(1,017,651.21)
P.W. Parks & Recreation					
Personnel	501,453.00	30,662.14	64,137.43	0.13	(437,315.57)
Operating	<u>139,250.00</u>	<u>11,482.68</u>	<u>13,022.13</u>	<u>0.09</u>	<u>(126,227.87)</u>
Total P.W. Parks & Recreation	640,703.00	42,144.82	77,159.56	0.12	(563,543.44)
Debt Principal & Interest					

Statement of Activity - MTD and YTD by Department
CITY OF NEW CARROLLTON
For 8/31/2014

Financial Report

	Budget	M-T-D Actual	Y-T-D Actual	Pct Exp	Remaining Balance
Debt Services/Other	<u>339,785.00</u>	<u>21,281.11</u>	<u>45,784.53</u>	<u>0.13</u>	<u>(294,000.47)</u>
Total Debt Principal & Interest	339,785.00	21,281.11	45,784.53	0.13	(294,000.47)
Miscellaneous					
Debt Services/Other	<u>610,793.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(610,793.00)</u>
Total Miscellaneous	610,793.00	0.00	0.00	0.00	(610,793.00)
Weinberg Scholarship					
Debt Services/Other	<u>4,500.00</u>	<u>500.00</u>	<u>500.00</u>	<u>0.11</u>	<u>(4,000.00)</u>
Total Weinberg Scholarship	<u>4,500.00</u>	<u>500.00</u>	<u>500.00</u>	<u>0.11</u>	<u>(4,000.00)</u>
TOTAL EXPENDITURES	<u>8,553,931.00</u>	<u>524,308.16</u>	<u>1,126,545.91</u>	<u>0.13</u>	<u>(7,427,385.09)</u>
REVENUE OVER(UNDER)	<u>0.00</u>	<u>(277,984.65)</u>	<u>(279,606.47)</u>	<u>0.00</u>	<u>279,606.47</u>

Department of Code Enforcement

Monthly Activity Report

September, 2014

Building Permits - Issuance of 6 new permits

Tall grass, weeds, and overgrown conditions violations totaled 29

Dead trees and stump removals amounted to 41 for the month

Sanitation violations: 16 for the month, including trash cans, storage containers, dumpsters, litter, garbage, rubbish and solid waste,

In addition to the above, there were 16 single family rental inspections at the following properties:

- | | |
|------------------------------|-------------------------|
| 1. 6110 85 th Pl | 9. 6408 Lamont Dr |
| 2. 6121 85 th Pl | 10. 8309 Larchwood St |
| 3. 6108 87 th Ave | 11. 8314 Larchwood St |
| 4. 6007 89 th Ave | 12. 8501 Madison St |
| 5. 6513 Fairbanks St | 13. 5811 Mentana St |
| 6. 7213 Good Luck Rd | 14. 8200 Quentin St |
| 7. 6404 Kaslo Ct | 15. 7508 Riverdale Rd |
| 8. 5821 Lamont Dr. | 16. 5901 Westbrook Terr |

The multi-family inspections totaled 36 for the month including those rented in either of the condominium communities, Frenchmen's Creek and Carrollan Gardens units, as well as those in any of the four rental apartments: Cambridge Crossing, Lenox Court, Sutton Walk and Carrollon Manor Apartments.